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**UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA**

In re:)
AMENDED PROCEDURES FOR PUBLIC)
EMERGENCY RELATED TO COVID-19) **AMENDED GENERAL ORDER 20-02**
OUTBREAK)
_____)

Upon consideration of (a) the state of emergency declared by the President of the United States regarding COVID-19, (b) the directives from federal, state, and local officials regarding safety of the public and the personnel of this court, (c) the suspension of meetings of creditors (11 U.S.C. § 341(a)) by the United States Trustee, Region 16, (d) available guidance from other units of the Judicial Branch, and (e) all other facts and circumstances, and after deliberation at an emergency meeting of the Bankruptcy Court Board Of Judges of this District held on March 18, 2020, and on the court’s own motion (11 U.S.C. § 105(a)), good cause appearing,

General Order 20-02 was issued on March 19, 2020; this order amends that original order to provide for additional procedures in light of the expanded pandemic.

IT IS HEREBY ORDERED as follows, unless and until otherwise ordered by this court or the presiding judge in any specific case:

1. Telephonic appearances are mandatory in all matters through April 30, 2020.
All parties are required to appear by telephone at all hearings that require an appearance. There will be no physical access to the courthouse for any

1 hearings. Instructions for telephonic appearances are posted on the
2 Bankruptcy Court's website (www.cacb.uscourts.gov) and there will be
3 no cost for parties not represented by an attorney. For any evidentiary
4 hearings, including trials, special procedures will be implemented by each
5 presiding judge on a case-by-case basis. If the evidentiary hearing is
6 continued, notice will be provided to the parties. Parties may make requests
7 for continuances consistent with each presiding judge's usual requirements.

8 2. Appearances. Any person who has shown up at the courthouse for a hearing
9 but not been able to get in or has attempted to appear by telephone, but has
10 been unable due to lack of physical or telephonic access, may seek
11 reconsideration by the presiding judge under Rule 7052, 9023, or 9024
12 (Fed. R. Bankr. P.) or any other applicable rule. Parties must contact
13 the chambers of the presiding judge within 24 hours after the hearing to notify
14 the judge of the difficulty attending the hearing and state that reconsideration
15 will be sought. All prohibitions on the use of cell phones for telephonic
16 appearances are suspended. There is no change to currently calendared
17 motions or applications except for the above. Other than the above, and
18 unless ordered by the presiding judge, there is no change to other
19 procedures, including but not limited to applications for emergency injunctive
20 relief, orders shortening time, and hearings on Chapter 11 "First Day"
21 motions.

22 3. Chapter 13. All Chapter 13 matters, including the Chapter 13 Trustees and
23 their attorneys will also be telephonic. The court recommends consulting
24 each individual Chapter 13 Trustee website for any special instructions
25 related to pending Chapter 13 cases. The Chapter 13 calendars will continue
26 to be held under the above but additional procedures have been implemented
27 by each Trustee to obtain records and payments without personal contact.

- 1 4. Judge's or courtesy copies. Except for documents over 25 pages, including
2 exhibits, the requirement to deliver judges' copies of documents to chambers
3 (LBR 5005-2(d)) is temporarily suspended – including delivery via U.S. mail,
4 personal delivery, or any other means. Documents over 25 pages should still
5 be provided through the mail unless the judge's specific updated instructions
6 have waived that requirement. Parties are reminded, however, that the judge
7 and chambers' staff do not receive electronic notices of filings, and therefore,
8 (a) for documents that are filed late, and (b) for matters that are either
9 (i) not set for hearing, or (ii) not the subject of an electronically uploaded order
10 (LOU), parties must contact the chambers of the presiding judge and advise
11 chambers of the filing. Messages will be regularly retrieved from the judge's
12 chambers phone.
- 13 5. Mediations. All mediations conducted by a judge of this court are suspended
14 through April 30, 2020, absent a specific order and agreement by all to
15 proceed telephonically. Mediations with private mediators may be continued
16 upon consultation with the assigned mediator but will be in the discretion of
17 the mediator as to how to proceed.
- 18 6. Cash. The Clerk of Court is specifically authorized to decide at any time
19 that no cash will be accepted. Such a decision will be placed on the court's
20 website with any further payment instructions. Parties may pay any filing fee
21 with a certified cashier's check or postal money order if they cannot comply
22 with the CM/ECF fee requirements.
- 23 7. Signatures. Local Bankruptcy Rule 9011-1 does not require in person contact
24 as it permits an attorney to receive a signature page by electronic means.
25 Nothing in the rule precludes the filing of a signature page that has been
26 received by facsimile, pdf, text or photo. This signature can be filed separately
27 in whatever format is reasonably possible so that there is a clear indication
28 that the signor has read and is signing the actual document filed.

1 a. In light of the difficulty of obtaining any paper files during
2 this emergency, the requirement of LBR 9011-1(d) to maintain
3 a wet signature for 5 years is temporarily suspended and
4 the attorney should maintain the electronic transmission of
5 the client to file the document in whatever format is reasonable at
6 this time.

7 b. If there is a situation where a client cannot transmit a signature
8 electronically either due to lack of required technology or internet
9 access, etc., the attorney should so explain the circumstances with
10 the filing, verify that permission was obtained from the client to sign
11 the document on their behalf, and obtain the signature as soon as
12 possible after the filing through another means.

13 8. Filing of petitions by people without attorneys. The court's existing electronic
14 filing for self-represented debtors (eSR) is now authorized to accept
15 both Chapter 7 and 13 petitions. All Chapter 7 and 13 petitions shall be filed
16 through eSR or mail. Any other chapter must be filed through CM/ECF
17 with an attorney or mailed to the court. No petitions will be accepted at
18 any courthouse absent a separate appointment made with the staff by
19 prior arrangement through the help line.

20 9. Signatures and Filing Fees. If a bankruptcy case is filed through eSR or
21 mail, the debtor must mail the required signatures, the required Statement
22 of Social Security Number, and the required filing fee within 10 days,
23 or the case will be dismissed. The signatures and fees required are
24 explained in more detail on the court's website under the "Don't Have an
25 Attorney" tab. (<https://www.cacb.uscourts.gov/filing-without-an-attorney>)
26 All petitions from self-represented parties through the mail or eSR
27 are automatically granted a fee installment so that the full required filing
28 fee is due no later than 10 days after the filing of the petition.

1 Any request for a fee waiver must be mailed within 5 days of the
2 electronic petition filing on the form available on the website.

3 <https://www.cacb.uscourts.gov/forms/application-individuals-pay-filing-fee->

4 [installmentsapplication-have-chapter-7-filing-fee](https://www.cacb.uscourts.gov/forms/application-individuals-pay-filing-fee-installmentsapplication-have-chapter-7-filing-fee) Any request for installment
5 payments other than paying the full filing fee no later than 10 days after filing
6 should also be mailed within 5 days on the required form available on the
7 website. If a fee waiver or installment order is entered in a specific case,
8 it will supersede this general order requiring the full fee within 10 days.

9 If the requisite fee or signatures are not mailed within 10 days, the court
10 will dismiss the case without a hearing.

11 10. Filing of pleadings by non-attorneys after case has commenced. Parties who
12 do not have attorneys or who are otherwise not eligible for CM/ECF filing
13 privileges are authorized to use the electronic dropbox (“EDB”) described on
14 the court’s website. Parties wishing to use EDB may apply for authorization
15 through the procedures on the website. Only pleadings not requiring an
16 additional fee may be submitted to the court using EDB. If the filing requires
17 a fee, the fee and the pleading should be mailed to the court. Any pleadings
18 filed by mail will be docketed as received by the court on the date of the
19 postmark stamp on the document.

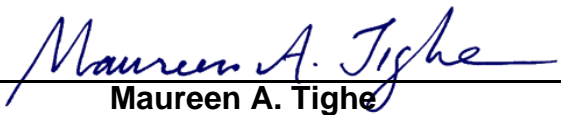
20 11. Travel. Many U.S. Bankruptcy Court staff and judges have essential duties
21 requiring them to travel to the locked courthouse on a limited basis solely
22 to maintain essential court operations. They may access the building
23 if necessary to maintain basic court operations. These essential functions
24 will be decided as court needs require. They are instructed to carry their
25 court-issued identification cards and are authorized to show this identification
26 and explain their essential function as requested by any federal, state or local
27 officer. All other non-essential travel is cancelled.

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1 12. Temporary Emergency Rules. These provisions are temporary and may be
2 vacated, amended or extended as necessary. Further explanations and
3 details may be obtained at the court's website on all of the above.
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5 **IT IS SO ORDERED.**

6 DATED: April 1, 2020

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10 **Maureen A. Tighe**
11 Chief Judge, United States Bankruptcy Court
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